



NEW WESTMINSTER POLICE BOARD

REGULAR Agenda

Tuesday, November 19, 2019 at 1000 AM
New Westminster Police Department Boardroom

✓ Indicates attachment

	AGENDA
1	ADOPTION of Regular Agenda November 19, 2019
2 ✓ ✓ ✓	CONSENT AGENDA 2.1 Approval of Minutes from October 15, 2019 2.2 Police Board Members Reports 2.3 Statistics: October 2019 2.4 Correspondence: <ul style="list-style-type: none"> • Vollrath Guilty Plea • OPCC 2018/2019 Annual Report • Response to City Council RE: CERA Funding • Response to City Council RE: Calls for Justice • BC Provincial Policing Standards on Police Stops
3 ✓	ONGOING BUSINESS/DISCUSSION 3.1 GOVERNANCE: 2020 Budget
4 ✓ ✓	NEW BUSINESS 4.1 2020 BCAPB AGM and Conference Sponsorship Request 4.2 2020 BCAPB Notice of AGM and Call for Resolutions 4.3 Inspector Trevor Dudar – Commissioned Officer Recognition
NEXT MEETING Police Board Date: Tuesday, January 21, 2020 at 1000 AM Location: New Westminster Police Department, Boardroom 555 Columbia St. New Westminster, BC	
ADJOURNMENT OF Regular MEETING	



NEW WESTMINSTER MUNICIPAL POLICE BOARD

October 15, 2019 at 1020

New Westminster Police Executive Boardroom

MINUTES of Regular Meeting

PRESENT:	Mayor Jonathan Côté	Chair
	Mr. Sasha Ramnarine	
	Ms. Natalia Bryant	
	Ms. Carla Hotel	
STAFF:	Acting Chief Constable D. Jansen	
	Acting Deputy Chief P. Hyland	
	Inspector T. Matsumoto	
	Inspector T. Dudar	
	Acting Inspector D. McDaniel	
	Acting Inspector R. Long	
	Mr. M. Wilson	
	Ms. D. Dyer	Board Secretary
REGRETS:	Ms. Christine Dacre	

1. ADOPTION OF AGENDA

MOVED AND SECONDED (Hotel/ Ramnarine)

THAT: The New Westminster Police Board approve the October 15, 2019 Regular Agenda

CARRIED

2. CONSENT AGENDA (Ramnarine/ Bryant)

2.1 Approval of Minutes from September 17, 2019

2.2 Police Board Member Reports

2.3 Statistics: September 2019

2.4 Policy

2.5 Correspondence

- CERA Society's Restorative Justice Symposium

- OPCC New Service & Policy Guidelines
- CAPG 2019 Approved Resolutions
- City Strategic Planning Report

MOVED AND SECONDED (Bryant/ Ramnarine)

THAT: The Consent Agenda items be approved.

CARRIED

3. ONGOING BUSINESS/ DISCUSSION

None

4. NEW BUSINESS

4.1. Draft 2020 Police Board Meeting Dates

Discussion ensued.

MOVED AND SECONDED (Hotel/ Ramnarine)

THAT: The 2020 Police Board Meeting Dates be approved.

CARRIED

4.2. Policy AC170 – McNeil Disclosure Policy

Acting Chief Constable Dave Jansen explained that amendments of any policy must be approved by the Police Board before being sent to Police Services.

MOVED AND SECONDED (Ramnarine/ Bryant)

THAT: Policy AC170 – McNeil Disclosure Policy be approved.

CARRIED

ADJOURNMENT of Regular Meeting

Chair Jonathan Coté adjourned the meeting at 1030 hrs.

Next meeting: November 19, 2019 at 1025 AM
New Westminster Police Executive Boardroom
555 Columbia St., New Westminster BC

MAYOR JONATHAN COTE
CHAIR

D. DYER
RECORDING SECRETARY

New Westminster Police Department

UCR Monthly Offence Overview – October 2019

General UCR categories:

Total Criminal code offences and persons offences are higher than the expected range. Totals for property offences and other Criminal Code offences fall within the average range for October.

Year-to-date, property offences remain decreased in comparison to 2018. All other categories continue to show increases over the previous year totals.

UCR (general)	October			2019		2018		% change	
	2018	2019	range	YTD	YTD/1000	YTD	YTD/1000	YTD	per 1000
Total Criminal Code	403	460	332-426	4304	56.3	3988	53.1	8%	6%
- Persons offences	52	97	44-55	800	10.5	477	6.4	68%	65%
- Property offences	304	290	230-303	2853	37.3	2909	38.7	-2%	-4%
- Other CC offences	64	81	58-97	792	10.4	708	9.4	12%	10%

Above normal range Within normal range Below normal range

Specific UCR groups:

Vehicle thefts are below range for the first time this year. Totals for assaults and break and enter files are above the monthly range for October. All other monitored groups are within the expected range.

Year-to-date totals for vehicle theft, thefts from vehicles and drug-related files are decreased in comparison to the previous year. Robbery, assault, and break and enter reports remain higher than in 2018.

UCR (specific)	October			2019		2018		% change	
	2018	2019	range	YTD	YTD/1000	YTD	YTD/1000	YTD	per 1000
Robbery	1	2	1-6	29	0.4	24	0.3	21%	19%
Assault	31	53	22-34	379	5.0	254	3.4	49%	47%
Break & Enter	23	42	25-40	344	4.5	322	4.3	7%	5%
Vehicle Theft	24	12	19-25	201	2.6	206	2.7	-2%	-4%
Theft from Vehicle	91	74	46-82	699	9.1	848	11.3	-18%	-19%
Drugs (CDSA)	5	6	7-17	76	1.0	87	1.2	-13%	-14%

Above normal range Within normal range Below normal range

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Daisy DYER

From: Paul HYLAND
Sent: Friday, November 08, 2019 2:29 PM
To: All NWPD Staff; Seconded Members
Subject: Vollrath Trial - Guilty Plea

Hello everyone,

As many of you know, back in May of 2015 a number of our members were involved in a very high risk incident that started as a report of male and female sleeping in a car at 101 Royal Avenue. What began as a “routine” call for Sean Schultz and Gerald Lau of quickly escalated when the male pointed a handgun at Sean and pulled the trigger; thankfully the gun failed to fire. The suspects then fled in the vehicle and led more of our members (Sarah Steinberger, Sandrine Perry and Janet Beeson) on a dangerous high speed chase through NW, Burnaby and Vancouver. The accused, was quickly identified as Steven Vollrath, and arrested approximately a week later in Alberta with a live firearm.

I am pleased to announce that this morning Vollrath entered guilty pleas to the following offences:

- Assault using an imitation firearm (the gun recovered was real and most certainly the one pointed at Sean, but given the time and distance of recovery there were some challenges in establishing this in court)
- Assault PO using imitation firearm
- Dangerous Driving
- Flight from Police
- Personation
- Failing to remain at scene of accident

Vollrath is currently serving a 12 year sentence in Alberta for Kidnapping and Aggravated Assault related to an incident that occurred a few months before the one here in New Westminster. His sentencing on this matter will be on December 2nd

On behalf of Chief Jansen and rest of our Leadership Team I wanted to take this opportunity to again thank all staff who were involved in this file for their professionalism and dedication to duty. This includes those who were involved in the incident itself and also those who conducted the subsequent investigation and managed the court process to this successful conclusion. I never cease to be impressed by the high quality of people we have in this Organization and I am proud to have the opportunity to work with you every day.

Thank you again and have a great weekend.

Paul

Daisy DYER

From: Info-OPCC <info@opcc.bc.ca>
Sent: Tuesday, October 22, 2019 10:52 AM
Subject: Office of the Police Complaint Commissioner 2018/2019 Annual Report

Categories: Police Board

Please note that the 2018/19 Annual Report of the Office of the Police Complaint Commissioner is now available publically at: <https://opcc.bc.ca/reports/annual-report/>

The Media Release related to the report may be found at: <http://opcc.bc.ca/october-22-2019-media-release/>

Administration | Office of the Police Complaint Commissioner
Tel: 250-356-7458 | Fax: 250-356-6503 | www.opcc.bc.ca

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NEW WESTMINSTER MUNICIPAL POLICE BOARD

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www.newwestpolice.org



Ms. J. Killawee
511 Royal Avenue
New Westminster, BC
V3L 1H9

18 October 2019

Dear Ms. Killawee,

We are in receipt of your letter of June 3, 2019 regarding Communities Embracing Restorative Action (CERA) and the Police Board.

The Police Board met on September 17, 2019, to discuss the matter and passed the following motion:

THAT The New Westminster Police Board decline the request to fund Communities Embracing Restorative Action (CERA) from the existing New Westminster Police Budget; and

THAT The Police Department pursue the actions listed in the report to work on increasing the referrals and use of the Restorative Justice Program.

Please find attached the Staff Report that was presented to the Police Board.

Sincerely,

Daisy Dyer
Police Board Secretary



REPORT

New Westminster Police

Prevention Services & Administration Division

To: Mayor Côté and Members of the New Westminster Police Board **Date:** August 27, 2019

From: Insp. Todd Matsumoto
Manager Prevention Services &
Administration Division
New Westminster Police Department **Item #:**

Subject: Communities Embracing Restorative Action (CERA) and the Police Board

RECOMMENDATION

That the New Westminster Police Board respectfully decline the request to fund Communities Embracing Restorative Action (CERA) from the existing New Westminster Police budget.

PURPOSE

The purpose of this report is to provide the Police Board (the Board) with information to assist in determining whether or not the New Westminster Police Department (NWPD) should fund Communities Embracing Restorative Action (CERA) for 2020 and beyond.

BACKGROUND

On March 12, 2019, the City of New Westminster Restorative Justice Committee (the Committee) Meeting voted to accept a motion from Mr. Gurinder Mann as follows (excerpt from minutes):

WHEREAS the cuts to Communities Embracing Restorative Action (CERA) from the recent council budget process will have negative impacts on delivery of the program; and

WHEREAS the Restorative Justice Committee received feedback from the Communities Embracing Restorative Action (CREA) with respect to the ramifications of the reduction in funding;

THEREFORE BE IT RESOLVED THAT the Restorative Justice Committee recommends that Council look at the potential of the having Communities Embracing Restorative Action (CERA) service delivered through the Police Board for the purpose of sustainability.

On May 27, 2019, the Committee's motion was brought to Council with a staff recommendation that the request be forwarded to the Board for further examination and decision. The following resolution was passed:

THAT Council direct staff to forward the May 27, 2019 staff report and the attached minutes to the Police Board for consideration of Communities Embracing Restorative Action (CERA) services being delivered through the Police Board for the purposes of sustainability.

On June 3, 2019, the Board was provided with a letter inclusive of this resolution and attachments.

On the July 9, 2019 Board meeting, members recommended that the City fund CERA services for 2019, and to have a report prepared for an upcoming meeting in order to provide further information to the Board on what CERA services entail.

DISCUSSION

Restorative Justice is based on the premise that *crime* is a violation of people and relationships therefore, Restorative Justice attempts to repair the harm caused by the offender to the victim and community while also reducing the likelihood of recidivism by the offender. To achieve these ends, both the offender and victim must be willing partners in the process and the offender must be willing to take responsibility for his/her actions.

Restorative Justice is effective in certain situations and recognized as an important option of the available tools in addressing crime within the Criminal Justice System. Both the *Criminal Code of Canada* (CCC) and the *Youth Criminal Justice Act* (YCJA) make specific mention of “Alternative Measures” in their respective legislation and especially in the YCJA, allow a number of options to divert offenders away from the Courts.

Communities Embracing Restorative Action is the current provider of Restorative Justice initiatives within the community of New Westminster. While the City of New Westminster Restorative Justice Committee oversees the funding of CERA (provided by the City), the NWPD is the only organization which provides referrals. Referral numbers have been anemic with an average of four referrals per year at the cost of \$14,000 (2 years ago) to \$10,000 (presently). Comparisons with other jurisdictions are mixed, however without a standardized agreement on how referral numbers are generated, there is not a reliable method of an apples to apples evaluation.

The City’s reduction in funding the Restorative Justice grant to CERA is likely a reflection of (at least in part) low referral numbers to the program. Consequently, CERA has requested that a different, more stable, funding model be implemented through the NWPD providing a set amount directly from their operating budget. It is felt that CERA’s proposal is premised on the belief that the NWPD will provide more referrals if they are paying for the service directly.

In considering the information and current factors described in Constable Callaghan’s report (attached), the proposal for police to undertake funding of CERA is unadvisable for two main reasons: First, transferring funding responsibility to the NWPD budget does not translate to an increase number of referrals. There are several reasons for low referrals from the NWPD which are addressed in Constable Callaghan’s report. He has further made a number of recommendations to ways in which referral numbers could be increased and the NWPD will be implementing these moving forward. Other jurisdictions have a higher number of referrals with the participation of local school districts and CERA should consider a more formal relationship with School District 40 – New Westminster (SD40) in order to drive numbers further. The NWPD is but one entity in the funneling of Restorative Justice opportunities towards CERA; the NWPD should not be the only organization to do so.

This segues into the second reason why the NWPD should not fund CERA activities, that to do so would lead to a perception of impaired independence. The NWPD ought to remain at arms-length from the delivery of Restorative Justice activities. It is appropriate for a police officer, apprised and knowledgeable of the situation at hand, to use s. 6 YCJA and s. 717 of the CCC in deciding whether or not a referral to CERA to be reasonable. Should a police officer’s decision to refer (or not refer) be called into question, a review of said decision would inevitably include an analysis of competing interests within the context of the

funding agreement. CERA is independent from the police and vice versa, police funding of CERA would blur those lines of separation.

CERA's quest for stable and predictable funding is laudable but should not be premised on police picking up the bill. It is important that the NWPD's independence remain intact and where CERA referrals are based on the objective assessment of the referring officer.

This report has been prepared by:

Inspector Todd Matsumoto, Prevention Services
& Administration Division

This report was reviewed by:

Approved for Presentation

Dave Jansen
Acting Chief Constable



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New Westminster City Council
511 Royal Avenue
New Westminster, BC
V3L 1H9

19 November 2019

Dear Council,

We are in receipt of your letter of July 10, 2019, regarding a Response to Reclaiming Power and Place, the Final Report of the National Inquiry into Missing and Murdered Indigenous Woman and Girls.

The New Westminster Police Board met on September 17, 2019, to discuss the matter and passed the following motion:

THAT The New Westminster Police Board direct the New Westminster Police Department to produce a report in response to the Calls for Justice, specifically recommendations 9.1 to 9.11.

Once the New Westminster Police Board has received the requested report, we shall look forward to sharing it with City Council.

Sincerely,

Jonathan Cote
Chair, New Westminster Police Board

Back to Agenda

Daisy DYER

From: BCA Police Boards <bcapbs@gmail.com>
Sent: Wednesday, October 23, 2019 10:11 AM
To: Abbotsford (Aman Gill); Central Saanich (John Rizzuti); Delta (Peter Buxton QC); Nelson (Am Naqvi); Carla Hotel (Police Board); Oak Bay (Mayor Kevin Murdoch); Port Moody (Leah Zille - alternate); Saanich (Mary Collins); SCBCTA (Mark Reder); Stl'atl'imx (Rebecca Barley); Vancouver (Claire Marshall); Victoria/Esquimalt (Evan Southern); West Vancouver (Jack McGee)
Cc: Barbara (Oak Bay Board Assistant) Sherman; Collette (Vic/Esq Board Assistant) Thomson; Daisy DYER; Donna (Abbotsford assistant) Macey; Jassie (Delta Board Assistant) Padda; Katie (CS Board Assistant) Charlton; Linda (WV Board Assistant) Matonovich; Lynn (Saanich Board Assistant); Rhonda (Port Moody Board Assistant) Doig; Shiloh (Nelson Board Assistant) Perkins; Shireen (Stl'atl'imx Board Assistant) Sumariwalla; Stephanie (Vancouver Board Assistant) JOHANSEN (Police Board); Taryn (Transit Board Assistant) Barton
Subject: Fwd: Forwarding on behalf of ADM Butterworth-Carr
Attachments: 1. BC Provincial Policing Standards on Police Stops.pdf; 2. Foreword to BC Provincial Policing Standards on Police Stops.pdf
Categories: Police Board

Sending on Behalf of Mary Collins

FOR YOUR INFORMATION

Dear Colleagues,

We have just received the attached information on the new provincial police standard on police stops which comes into effect January 15 2020.

This is an important issue and one that has received a lot of attention across the country.

Please share with your colleagues on your Police Board and others in your Department.

I assume our Chiefs will have received this information but given its importance Boards may wish to be informed of how officers will be trained in the new standard and how your Department will be implementing it.

Kind regards,

Mary Collins
President, BC Association of Police Boards

Dear Members of the Advisory Committee on Provincial Policing Standards:

I am writing to provide an update on the BC Provincial Policing Standards governing police stops. You will recall that a confidential draft of these standards was provided to you by email for feedback before and following our last meeting in July. The draft standards were also shared with the advisory committee on police stops and bias in policing (whose membership consists of representatives from community-based organizations) and representatives of three of British Columbia's largest police agencies. Staff reviewed the feedback from all stakeholders and made further revisions considering this input. The final draft then underwent legal review before being submitted for final approvals by the Director of Police Services and the Minister.

I am pleased to advise that the standards have now been approved and will take effect January 15, 2020. Consistent with earlier drafts, the standards provide direction on the circumstances in which police officers may stop a person and steps to be taken when asking a person to provide information to police voluntarily. There must be a justifiable reason for any police stop and the decision to conduct a stop cannot be based on identity factors such as race. Some of the key changes from the earlier drafts include:

- removing suspicious circumstances and calls for service from justifiable reasons or scenarios for which identifying information can be requested and recorded;
- further restricting the conditions for making a voluntary request for identifying information; and
- the addition of a "Foreword" that seeks to provide a plain language overview of the standards.

The standards are enclosed for your information and will be publicly available at <http://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>.

We recognize that other matters related to police stops may benefit from further policy work. We look forward to continuing to engage with you and other stakeholders on this.

Thanks in advance for your assistance.

Take care,

Brenda Butterworth-Carr; Tr'injà shär njit dintlät

Assistant Deputy Minister

And Director of Police Services

Policing and Security Branch

Enclosure:

1. BC Provincial Policing Standards on Police Stops
2. Foreword to BC Provincial Policing Standards on Police Stops

Section 6.0 – Promotion of Unbiased Policing	Page 1 of 3
Sub Section 6.2 – Police Stops	Effective: January 15 2020 Revised: n/a
Subject 6.2.1 – Police Stops	

Standards

Police obligations when interacting with the public

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

- (1) Written policy recognizes the responsibility of police officers to ensure that their interactions with community members, while critical to fulfilling their duties, must be consistent with the *Canadian Charter of Rights and Freedoms* (sections 7, 9, 10 and 15) and the values they reflect, including the right to be free from arbitrary arrest and detention; to move freely in society subject only to reasonable restrictions imposed by law; and to equal protection and benefit of the law, without discrimination.

Procedures to safeguard rights during police interactions

The chief constable, chief officer, or commissioner must ensure that:

- (2) Written procedures provide direction to officers and supervisors, consistent with current case law, on the limits of, and obligations related to, the authority to detain a person, including:
 - (a) a description, consistent with case law, of the elements or personal circumstances contributing to a person subjectively experiencing psychological detention; and
 - (b) the steps an officer should take to fulfill their duty of care to ensure a person understands their rights.

Decision to stop must not be based on identity factors alone

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

- (3) Written policy establishes that the decision to stop a person must not be based on identity factors, including but not limited to: economic or social status, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

- (4) Further to Standard (3), written policy establishes that the decision to stop a person must not be based solely on that person sharing an identity factor, such as race, with a person being sought by police.

Random or arbitrary stops not permitted

- (5) Written policy establishes that random or arbitrary police stops, which may or may not include a request for or the collection or recording of a person's identifying information, are not permitted, unless authorized by law or case law.

Collection of identifying information

- (6) Written policy establishes that officers are not permitted to request or demand, collect, or record a person's identifying information without a justifiable reason.
- (7) Justifiable reasons referred to in the written policy include circumstances where the request or demand for identifying information is consistent with existing legal authorities and related limitations granted to officers, such as:
 - (a) as permitted or required by provincial or federal legislation or regulations;
 - (b) a traffic stop, consistent with statutory and common law;
 - (c) an arrest;
 - (d) an attempt to execute a warrant against the person; or
 - (e) an investigation of an offence, or reasonable grounds to believe that an offence has occurred or is about to occur, or an imminent public safety threat.
- (8) The written policy may also permit interactions that may result in a request for a person to voluntarily provide identifying information, provided that:
 - (a) the officer reasonably believes the interaction, and any information requested, serves a specific public safety purpose, including:
 - (i) assisting in locating a missing person,
 - (ii) an objectively reasonable concern for a person's immediate safety,
 - (iii) assisting a person in distress to refer them to health, substance use, mental health or other supports or services, or
 - (iv) as part of the response to a call for service.
 - (b) the officer informs the person of the reason or purpose of the interaction or the request; and
 - (c) the officer takes steps to ensure the information is provided voluntarily, including but not limited to advising the person that they are not required to answer any questions.

Refusal to cooperate

- (9) Written policy establishes that police interactions with a person where there is no lawful authority to detain or arrest the person are voluntary, and the person is free to go and their refusal to stay or answer questions does not justify further law enforcement action.

Documentation of interactions

The chief constable, chief officer, or commissioner must ensure that:

- (10) The written procedures of the police force require that interactions are recorded in the Police Records Information Management Environment (PRIME) according to the most relevant scoring code or rules, and in sufficient detail to articulate and demonstrate the reason for the interaction.
- (11) An audit of a representative sample of interactions that resulted in a voluntary request for identifying information described in Standard (8) above is conducted at least annually.
- (12) The audit under Standard (11) must include consideration of:
- (a) whether the scoring is appropriate to the circumstances of the interaction;
 - (b) whether the reasons for the interaction and the request for identifying information have been articulated sufficiently;
 - (c) whether the inclusion of identifying information in the record is justifiable;
 - (d) providing direction to the officer if the interaction is not consistent with the policy and procedures of the police force or these *BC Provincial Policing Standards*;
 - (e) ensuring that any identifying information is removed if either the initial collection or ongoing retention of the record is not justifiable.
- (13) Aggregate data is maintained on the number and type of interactions that resulted in a voluntary request for identifying information, described in Standard (8) above.

Policies and procedures

- (14) Policies and procedures are consistent with these *BC Provincial Policing Standards*, are filed with the Director of Police Services, and are available to the public on the police force's website.

BCPPS 6.2 Police Stops

In British Columbia and across Canada, there has been critical attention on the police practice often referred to as street checks and in particular the over-representation of Indigenous persons and racial minorities amongst persons who have been the subject of a street check. The Director of Police Services is addressing this matter through provincial policing standards on the promotion of unbiased policing, which are currently under development. This work is moving forward in consultation with police and community-based organizations.

While this work continues, the Director of Police Services has established the following Standards on Police Stops, as an interim approach, to provide direction to British Columbia police agencies on key areas and promote consistency in police practices throughout the province. Policing and law enforcement services in BC must be delivered in a manner that respects rights and is free of discrimination.

The term police stops is intended to refer to any interaction between a police officer and a person that is more than a casual conversation and which impedes the person's movement. A stop may include a request or demand for identifying information depending on the circumstances.

While stops cannot be random or arbitrary unless authorized by law, or based on a person's race, social or economic status, there are situations where police have the legal authority to require a person to stop consistent with existing obligations to ensure a person's rights are upheld during the stop. Officers are not permitted to request or demand, collect, or record a person's identifying information without a justifiable reason.

The Standards also require police agencies to provide written direction to police officers regarding interactions that may result in a request for a person to voluntarily provide identifying information. The officer must reasonably believe there is a public safety purpose or objective they are attempting to address, and the officer must explain the reason to the person. It is also the responsibility of the officer to take steps to ensure that the person understands their right to not answer questions and to walk away. Many people stopped by a police officer will feel compelled to remain and answer questions, regardless of the circumstances. This is especially the case when the person stopped is vulnerable, relies on public space to live, is Indigenous or racialized. Informing a person that their participation is voluntary may not be sufficient on its own and additional steps may need to be taken to ensure the person does not feel compelled to cooperate.

The Standards do not yet cover all aspects of police stops that are important to address, such as where and how long records of voluntary interactions are kept. Work on comprehensive Standards to address these matters is continuing.



New Westminster Police Department

REPORT *Financial Services*

To: Mayor Jonathan Coté, Chair, and Members
New Westminster Municipal Police Board
Open Meeting

Date: October 30, 2019

From: Mark Wilson
Financial Services

Subject: 2020 Provisional Operating and Capital Budgets

RECOMMENDATION

That the Police Board approve the 2020 provisional operating and capital budgets and direct staff to forward them to the City.

PURPOSE

Section 27 of the Police Act requires that the Police Board approve the provisional budgets and forward them to City Council by November 30 each year.

DISCUSSION

The 2020 provisional operating budget would see an increase of \$966,500 for the police budget.

Salaries and benefits would see an increase of \$1,193,000. This includes provisions for police and civilian contracts, an increase in seconded positions (which is fully recoverable), and adjustments for standby pay and auxiliary wages.

Increases of \$96,500 in 3rd party contracts, such as IHIT, Integrated K-9, and E-Comm 911 dispatch, are projected.

The Emergency Social Services funding of \$41,000 is being transferred from the Police budget to the Fire Department.

Education and training costs are anticipated to increase by \$25,000 due to provincially mandated major crime courses.

The anticipated capital projects for 2020 include the following:

<u>Administrative Systems/Servers</u> – Required upgrade of the back-up servers and increasing the storage capacity.	\$ 100,000
<u>Minor Building Renovations</u> – Minor renovation needed to make better utilization of the existing space.	80,000
<u>Photocopier Upgrades</u> – A number of photocopiers are nearing end-of-life and require replacement in 2020.	40,000
<u>Police Equipment Upgrade</u> – Replacement of police weapons and specialized equipment.	<u>80,000</u>
2020 Capital Expenditure Plan	<u>\$ 300,000</u>

ATTACHMENT: 2020 Provisional Operating Budget
2020-2024 Provisional Five Year Capital Plan

This report has been prepared by: Mark Wilson

Approved for Presentation


for / Dave Jansen
Acting Chief Constable



NEW WESTMINSTER POLICE DEPARTMENT

2020 Provisional Operating Budget

	2019 Budget	2020 Provisional Budget	Increase (Decrease)
Summary:			
Salaries and Benefits	24,405,100	25,598,100	1,193,000
Contracts Services	2,788,300	2,884,800	96,500
Education and Training	355,500	380,500	25,000
General Office & Adminitstration	1,117,700	1,117,700	-
Operational Equipment	470,600	470,600	-
Other Costs	372,400	331,400	(41,000)
Total Operating Expenditures	<u>29,509,600</u>	<u>30,783,100</u>	<u>1,273,500</u>
Total Revenues	<u>(5,659,900)</u>	<u>(5,966,900)</u>	<u>(307,000)</u>
NET EXPENDITURES	<u>23,849,700</u>	<u>24,816,200</u>	<u>966,500</u>
Inter-Departmental Charges	<u>1,654,553</u>	<u>1,654,553</u>	<u>-</u>
Adjusted Net Expenditures	<u>25,504,253</u>	<u>26,470,753</u>	<u>966,500</u>



New Westminster Police Department

Provisional Five Year Capital Plan

2020-2024

Description	2020	2021	2022	2023	2024
Administrative Systems/Servers	100,000	50,000	50,000	100,000	100,000
Minor Building Renovations	80,000			75,000	75,000
Photocopier Upgrades	40,000				
Police Equipment Upgrade	80,000	50,000	70,000	70,000	100,000
	300,000	100,000	120,000	245,000	275,000

Daisy DYER

From: BCA Police Boards <bcapbs@gmail.com>
Sent: Friday, October 11, 2019 9:36 AM
To: Daisy DYER
Cc: Jack McGee; Saanich (Mary Collins)
Subject: BCAPB 2020 Conference & AGM - Sponsorship Request

Categories: Police Board

Sending on behalf of Mary Collins

Mayor Jonathan Cote
Chair, New Westminster Police Board
c/o Ms. Daisy Dyer via email ddyer@nwpolice.org

Dear Mayor Cote:

Re: Sponsorship Request – 2020 BCAPB Annual General Meeting and Conference

The BC Association of Police Boards would like to invite you to sponsor our 2020 Conference and AGM. The 2020 Conference theme is the “Vision 20/20 - Envisioning Policing in the next Decade”. It is being co-hosted by the Saanich and Oak Bay Police Boards and will take place at the Oak Bay Beach Hotel, Victoria, March 5-7, 2020. Sessions will include such topical issues as mental health and wellness (internal staff and external clients); bias free policing; and costs of policing among others. These topics all raise important strategy and policy issues for Police Boards. There will be opportunities to interact in joint dialogue and information sharing sessions.

The opportunities for sponsorships range from a coffee break at \$475 each, a breakfast at \$550, lunch at \$700, the welcoming reception at \$700 and the plenary dinner at \$900.

In every case sponsors will be acknowledged in the conference program and by display cards at the actual event. However, if you prefer to make a generic contribution in any amount we will be pleased to allocate your funding according to need, again with acknowledgement.

If your board is able to assist in this manner, cheques should be made payable to the BC Association of Police Boards and forwarded to Veronica Bandet, BCAPB, 1127 Fort Street, Victoria BC V8V 3K9.

Thank you for your consideration. We look forward to hearing from you at your convenience and if we can provide further information please contact me at 778-828-0319 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Mary Collins
President
BC Association of Police Boards

Daisy DYER

From: BCA Police Boards <bcapbs@gmail.com>
Sent: Wednesday, October 16, 2019 10:53 AM
To: Barbara (Oak Bay Board Assistant) Sherman; Collette (Vic/Esq Board Assistant) Thomson; Daisy DYER; Donna (Abbotsford assistant) Macey; Jassie (Delta Board Assistant) Padda; Katie (CS Board Assistant) Charlton; Linda (WV Board Assistant) Matonovich; Lynn (Saanich Board Assistant); Rhonda (Port Moody Board Assistant) Doig; Shiloh (Nelson Board Assistant) Perkins; Shireen (Stl'atl'imx Board Assistant) Sumariwalla; Stephanie (Vancouver Board Assistant) JOHANSEN (Police Board); Taryn (Transit Board Assistant) Barton
Cc: Abbotsford (Aman Gill); Central Saanich (John Rizzuti); Delta (Peter Buxton QC); Nelson (Am Naqvi); Carla Hotel (Police Board); Oak Bay (Mayor Kevin Murdoch); Port Moody (Leah Zille - alternate); Saanich (Mary Collins); SCBCTA (Mark Reder); Stl'atl'imx (Rebecca Barley); Vancouver (Claire Marshall); Victoria/Esquimalt (Evan Southern); West Vancouver (Jack McGee)
Subject: BCAPB 2020 - Notice of AGM & Call for Resolutions
Attachments: 20_Notice of AGM.pdf; BCAPB Resolutions guidelines.pdf; 20_Call for Resolutions.pdf
Categories: Police Board

Good morning,

Attached please find the "BCAPB Notice of the 2020 AGM" and the "BCAPB 2020 Call for Resolutions and Guidelines" document for the 2020 BCAPB Conference and AGM. Would you kindly distribute to your individual board members, noting that conference registration packages will follow in the near future.

Much appreciated.

Veronica

Sending on behalf of Mary Collins

BCAPB Notice of Annual General Meeting

Saturday, March 7, 2020
Oak Bay Beach Hotel
1175 Beach Dr, Victoria, BC V8S 2N2
9:45 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2020 conference. The Annual General Meeting will be held on Saturday, March 7, 2020, 9:45 am at the Oak Bay Beach Hotel, Victoria BC.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their November or December agendas. It requires immediate action.

Thank you and if you have any questions please contact me at 778-828-0319 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Mary Collins
President, BCAPB

Attachments



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Sincerely,

Mary Collins
President, BCAPB

Attachments

Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.

CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of January 17, 2020 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place at the Oak Bay Beach Hotel, Victoria, BC, on Saturday, March 7, 2020 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Veronica Bandet at bcapbs@gmail.com